

City of Seattle Department of Planning and Development www.seattle.gov/dpd

SCREENING STANDARDS

New Single Family
INDEX 8

Applicant Services Center 700 Fifth Avenue, Suite 2000 P. O. Box 34019

Seattle, WA 98124-4019 **Phone:** (206) 684-8850

Hours: M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

New Single Family - General Responsibilities

Screening Responsibilities: These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an application. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the intake time constraints.

"Project stoppers" are corrections that require a substantial redesign.

Applicants are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

<u>O/S Screener:</u> Responsible for completeness of plans and submittals for building, energy/mechanical reviews, building code items (stories and basements, type of construction, occupancy groups), fees, identifying review locations, O/S IP hours and in coordination with the U Screener the Project Description.

<u>LU Screener:</u> Responsible completeness of pans and submittals for Zoning Review including easements, No Protest Agreement, etc. Use per Land Use Code, Land Use review locations, Zoning IP hours and in coordination with the O/S Screener the Project Description.

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New Single Family - General Requirements

Screening Overview (SCOPING):

Cover Sheet Completed

- Project Address matches the Address assigned by DPD
- <u>All</u> portions of coversheet completed including contact information, related projects, floor area, grading, page where information is indicated on the plans, Energy/Mechanical Code Compliance information, etc. Check for forms if Target UA or Systems Analysis is used.

Project matches Addressing Review

- Legal description matches legal description reviewed by Addressing
- Plot Plan matches Plot Plan reviewed by Addressing
- Address on all sheets match DPD Project Address

Plot Plan, Floor Plan and Elevations agree

All Plans and notes indicated in Screening Checklist are included

Plans are Microfilmable

- Good Contrast
- Minimum ¼" inch for all other plans
- Minimum 1/8" lettering (if handwritten)
- Minimum 1/8" or 1:10 for plot plan

Number of Plans Required

- Two identical sets of plans with complete coversheets and stapled
- Two additional Plot Plans

Structural Calculations Included

Note: required for all projects with structures less than 20' in width, of unusual shape or of unusual framing excluding one story accessory structures.

Forms Completed

- Financial Responsibility Form
- Contact Disclosure Form
- Construction Stormwater Checklist
- Equipment Sizing Form
- No Protest Agreement if the street is not developed with curbs, sidewalk, etc.
- Pre-application Site Inspection Report
- Target UA Form or Systems Analysis Calculations if selected on coversheet

Water Availability Form

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Architectural and Structural Notes – unless specified on details or other plans

Req	Prov	
		Identify Building Code Editions (such as year, including amendments)
Desig	<u>gn Loa</u>	ds Notes
		Floor dead load and live load
X		Roof dead load and live load
		Wind exposure and speed
		Seismic zone
		Soil bearing pressure
		Equivalent fluid pressure
<u>Four</u>	<u>ndation</u>	Notes
		Concrete strength and mix
\boxtimes		Reinforcing steel grade placement and protection
\boxtimes		Anchor bolt size, spacing and washer/plate size
Fram	ning No	<mark>otes</mark>
		Species and grade of beams, headers, joist, rafters, columns, studs & miscellaneous
\boxtimes		Sheathing type, grade and index
		Manufactured trusses
		Nailing and blocking
		Stairway headroom and handrail specifications
		Guardrail height, intermediate rail and design strength
Mech	<u>hanical</u>	& Ventilation Notes
		Source specific fan sizes (if not specified on floor plans)
		Duct work gauge between garage and living spaces
		Whole house ventilation method (exhaust only, integrated forced air, etc.) include
		size, sone rating and controls
Ener	gy Not	es es estados e
		Identify Code Edition (such as year, including amendments)
		Heated floor area (gross)
		Area of exterior doors
		Area of glazing in walls
		Area of skylights
		Glazing percent (all glass)
LAN	D USE	NOTES – may be on page with Plot Plan
Lot C	<u>Covera</u>	<mark>ge</mark>
		Show area calculations of all principal and accessory structures
\boxtimes		Identify allowed lot coverage
		Identify proposed lot coverage
		Identify exceptions used (i.e. 18" overhang including gutter)
Struc	cture H	
		Identify maximum structure height allowed
\boxtimes		Identify proposed structure height
		Identify exceptions used (i.e. pitched roof, rooftop features, sloped lot height bonus)
Slop	ing lot	height bonus documentation (calculate to nearest inch)
		Show calculations for average elevations of low grade wall
		Show calculations for average elevation of high grade wall
		Show calculations for difference between average high and average low elevations
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Architectural and Structural Notes - continued

LAND USE NOTES - continued

Req	Prov				
Slop	Sloping lot height bonus - continued				
\boxtimes		Identify distance between average low point and average high point Show calculations for slope on lot (difference in average elevations divided by distance between these points)			
		Show calculations for additional height allowed (slope of lot divided by .06)			
Plot	Plan				
Gene	eral Info	ormation			
		Project site address Scale 1" = 10' or 1/8" = 1' Legal description(s) (include easement legal description and recording number) Existing and proposed easement location and dimensions (side yard, ingress & egress, pedestrian access, etc.)			
		King County Assessor's Parcel Number (APN) North arrow			
	ot and a	Identify and dimension all property lines. Show their bearings Illey information			
	t allu a	Names and right-of-way width(s) of adjacent streets			
		Identify elevation at center of developed roadway			
\boxtimes		Street and alley right-of-way width			
		Street, alley improvement type and width (asphalt, concrete, gravel, 24' wide or			
\square		specify "unimproved") Sidewalk type, width, distance from property line(s) or specify "ne sidewalk"			
	H	Sidewalk type, width, distance from property line(s) or specify "no sidewalk" Curb height and type (concrete, asphalt, rolled, etc. or specify "no curbs")			
Ħ	H	Curbcut width and distance from adjacent property lines			
Ħ	П	Label curbcuts as "existing" or "proposed"			
\boxtimes		Sidewalk type and width or specify "no sidewalk"			
\boxtimes		Identify all physical restrictions to site access (utility poles, rockeries, street trees,			
		Metro Bus Stops, etc)			
<u>Utilit</u>	<u>ies – sł</u>	now existing and proposed			
	\vdash	Sewer mains (sanitary only or combination)			
	H	Storm drains and catch basins Water mains, fire hydrants and water meter			
		Utility poles (light, power, streetlight, signals, and transit)			
	H	Stormwater disposal system or detention			
Deve	lopmer	nt Information			
		Dimension distances from all portions of the building to front, side and rear property lines			
		Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, chimneys, etc)			
		Identify accessory structures and dimension distances from other structures and property lines.			
\boxtimes		Dimension distances between structures on property Label and dimension surface parking space(s) driveways			

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Plot Plan - continued

Req	Prov	
Deve	<u>elopme</u>	nt Information - continued
\boxtimes		Identify existing and finished grade elevation of driveway at property line
		Identify finished grade elevation at garage
		Label and dimension rockeries, site retaining walls, fences, arbors, trellises, patios,
		walkways, etc.
\bowtie		Locate and dimension all window wells, fireplaces, chimneys, etc.
\bowtie		Show and identify existing trees
		Caliper and species of exceptional and significant trees
<u>Heig</u>	ht deta	
		Identify existing and finished grade at each building corner
\boxtimes		For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof
		decks if applicable)
\boxtimes		For flat roofs - identify elevation at top of roof structure, top of roof decks if
		applicable)
Addi	<u>itional r</u>	requirements – Sloping lot height bonus details
\bowtie		Locate and identify the average elevation point on high grade wall
\bowtie		Locate and identify the average elevation point on low grade wall
		Show and dimension line between average high point and average low point
\boxtimes		Provide topographic survey with 2' contours (minimum) by licensed surveyor
Floo	or Plan	
Req	Prov	
Req	Prov	ormation_
Req	Prov	ormation North arrow
Req	Prov	North arrow Scale 1/4" = 1'
Req	Prov	North arrow Scale ½" = 1' Label floor level (1 st , 2 nd , basement, etc.)
Req	Prov	North arrow Scale ¼" = 1' Label floor level (1st, 2nd, basement, etc.) Use of each room
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Req Gend	Proveral Info	North arrow Scale ¼" = 1' Label floor level (1st, 2nd, basement, etc.) Use of each room If framing is shown, identify which floor level framing (i.e. 1st floor plans, 2nd floor framing) Reference call outs for cross sections and details nformation Overall dimensions (exterior wall to exterior wall) Dimension location of all interior walls and columns, from each other and from outside of exterior walls Location of interior and exterior doors and windows Dimension exterior door size and specify u-value Show direction of all door swings Identify egress window(s), dimension sill height, net open area, clear open width,
Req Gend X X X X X	Proveral Info	North arrow Scale ¼" = 1' Label floor level (1st, 2nd, basement, etc.) Use of each room If framing is shown, identify which floor level framing (i.e. 1st floor plans, 2nd floor framing) Reference call outs for cross sections and details nformation Overall dimensions (exterior wall to exterior wall) Dimension location of all interior walls and columns, from each other and from outside of exterior walls Location of interior and exterior doors and windows Dimension exterior door size and specify u-value Show direction of all door swings Identify egress window(s), dimension sill height, net open area, clear open width, clear open height
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Floor	Floor plan information - continued			
Req	Prov			
\boxtimes		Show and dimension critical ceiling breaks (i.e. sloped ceiling provisions, soffits,		
		etc.) Locate all smoke detectors Locate exhaust fans Attic access location and size Water heater location Furnace location Kitchen sink, refrigerator, cooking appliances location Toilet, bathing, sink location Fireplace, bay windows, etc. location and dimensions Location of rated walls and reference to details Show decks, porches, landings, etc. Identify partial height walls		
Stair i	<u>nforma</u>			
		Locate stairs Dimension width and landing size Indicate rise and run Handrail information Guardrail information Headroom height Winding stair requirements (if used) Spiral stair requirements (if used)		

Elevation Views

<u>Genera</u>	<u>l Infor</u>	<u>'mation</u>
		Scale 1/4' = 1'
		Show and label north, south, east, and west elevation views
\boxtimes		Show and label existing and finished grade lines
\boxtimes		Show and dimensions exterior architectural features (garden windows, bay
·——		windows, etc.)
\boxtimes		Show window wells
$\overline{\boxtimes}$		Slope of pitched roofs
		Location of doors and windows
$\overline{\boxtimes}$		For pitched roofs – dimension height from existing or finished grade, whichever is
_		lower to top of plate, top of roof, top of roof peak, top of roof decks (if applicable) at
		each building corner
\boxtimes		For flat roofs - dimension height from existing or finished grade, whichever is
		lower to top of roof structure, top of roof decks (if applicable) at each building
		corner
\boxtimes		Height of yard exceptions (decks, porches, stairs) from existing or finished grade,
_		whichever is lower
\boxtimes		Height of cantilevered portions of structure from grade
\boxtimes		Height of chimney above structures within 10'
$\overline{\boxtimes}$		Details of open railings on decks if yard or height exceptions used
-		

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Foundation Plan

Req	Prov	
Gener	al Inforn	nation
		North Arrow
X		Scale 1/4" = 1'
		Reference callouts for cross sections and details
<u>Footir</u>	ng and to	<u>bundation information</u>
X		Overall dimensions
		Location and dimensions of columns from each other
		Dimension and locate spread footings. Specify reinforcement type and quantity
		Dimension continuous footings and foundation walls (width, height) or reference detail
\bowtie		Thickness of slab
		Window wells construction information
		Crawl space vent size and location
Ħ		Crawl space access (location and size)
\boxtimes		Show posts below first floor framing
		Locate and identify all steps in footing and / or foundation
		Show hold-down location and size
		Show all first floor framing (size and span of beams and joists, direction of joists)
		Show all cripple walls
\boxtimes		Show all shearwall / braced wall panels and indicate construction
Floor	Framin	g Plans
Gener	<u>al Inforn</u>	
		North arrow Scale ¼" = 1'
		Reference call outs for cross sections and details
		Identify floor (1 st floor, 2 nd floor, etc.) and framing level
Frami	ng inforr	nation
		Size and spacing of framing members (i.e. joists, beams)
		Size and span of headers, beams, etc.
\boxtimes		Dimension and size of framing around openings in floors, ceilings, and other
<u> </u>		horizontal diaphragms
		Locate all bearing walls and supporting floor framing
		Locate all bearing walls and bearing points from above
\bowtie		Locate and identify all structural discontinuities, cantilever, offset bearing walls,
		floor level changes, etc.
		Show hold-downs, or straps location and size
		Show all ledger connections
		Identify all shearwall and braced wall panels and their schedule

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Roof Framing Plans

Req	Prov	
Gene	ral Info	<u>rmation</u>
		North arrow
		Scale 1/4' = 1'
		Reference call outs for cross sections and details
	ng infor	
	using co	onventional framing
\bowtie		Specify ridge beam size and span
	\vdash	Show location of collar ties (if used)
		Specify rafter size, spacing, and span
	L	Specify header sizes and span
	IT USI	ng pre-manufactured trusses
\boxtimes		Location of girder truss, hip master
		Specify truss span, spacing, type (common, scissor, gable end, etc.)
	For a	Ill framing types
\boxtimes		Show all bearing members below (walls, beams, headers, etc.) giving size and
		span
		Specify size of framing around roof openings
		Indicate pitch of roof(s)
		Location of roof openings (skylights, chimneys, etc.) Dimension all eaves
		Differision all eaves
Suild	ing Se	ction
Juliu	ilig Se	CHOIL
\ "Bu	ilding S	Section" is a cross-sectional view (exterior wall to exterior wall) through a building
found	ation to	ridge), intended to illustrate the vertical relationship of significant building spaces.
\boxtimes		Min. 1/4"=1'-0" scale.
		Reference call-outs to construction details.
		Dimension distance from floor to floor.
$\overline{\square}$		Ceiling height dimensions. (When using sloped ceiling provision, provide detailed
		dimensions)
\boxtimes		Detailed dimensions if collar ties used.
\boxtimes		Specify roof pitch / slope.

Watch For:

etc.)

- 1. Floor plans must show the location of the section cut and reference the Building Section.
- When multiple conditions are proposed and clarity is critical in order to show code compliance (such as unusual ceiling conditions), multiple building sections or partial sections may be appropriate.

Illustrate unusual conditions (lofts, raised floor areas, unusual ceiling configurations,

3. Detailed information, such as insulation levels or a stair section, may be on the Building Section as long as the proposal is clear.

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Construction Details

A "Construction Detail" is an enlarged view (usually sectional) of a critical construction element, intended to clearly show code conformance.

Req	Prov	
Gener	al Infori	mation_
		Minimum $\frac{1}{4}$ " = 1' (3/4" = 1' or larger is commonly used for construction detail so
		detail is clearly presented)
Stair D	<u>Detail</u>	
\boxtimes		Rise and run dimensions (Winders, spirals, or other unusual stairways may
		require a detail plan as well).
\boxtimes		Dimension headroom height
\boxtimes		Handrail information (grasp requirements, extensions, and returns)
\boxtimes		Guardrail information (height and spacing of intermediate rails)
\boxtimes		Fire protection under stair (if enclosed)
Typica	<u>I Wall S</u>	ection (extending from roof to foundation/basement wall)
Roof D	etail	
		Dimension eave
		Show gutter, specify type
		Specify roof insulation, R-value, and type
\boxtimes		Show fire protection at eave (if appropriate)
Wall De	etail	
		Size and number of top and bottom plates
		Stud sizing and spacing
\boxtimes		Exterior side: Siding, weather protection, structural sheathing (thickness and
		material), Veneer type (brick, stone) thickness, and attachment. Fire resistive
		assembly if appropriate.
\boxtimes		Interior side: Insulation R-value and type; Wall covering material and thickness
		(usually gypsum wall board)
Floor D	Detail	
		Sheathing material and thickness
		Location of framing members
		Foundation information or reference to separate detail
	Ц	Crawl space heights
	Щ	Visqueen material and thickness
		Perimeter slab and below grade wall insulation and R-value if applicable
Founda	ation/Ba	asement Wall/Retaining Wall Details
X		Fully dimension
X		Detail all differing conditions (reference to detail required on foundation plan)
		Specify footing depth below grade
X		Specify maximum backfill
X		Indicate depth of cut in relationship to property line
		Specify re-bar location and size
		Specify sill plate size and material
\bowtie		Specify anchor bolt size and spacing and washer size

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Construction Details - continued

Req	PIOV		
Foundation/Basement Wall/Retaining Wall Details - continued			
		Footing drain location, size (at exterior wall) Spread footing detail(s) – post size, connections to footing, framing above	
Shearw	vall Deta	<mark>ails</mark>	
		Show all Shearwall / Braced wall Panels, show construction and assembly details	
Chaam	rell Cele		
<u>Snearw</u>	<u>ıall Sch</u>		
\boxtimes		Sheathing material, thickness	
\boxtimes		Required nail size, spacing	
\boxtimes		Top and bottom plate connection to diaphragm	
$\overline{\boxtimes}$		Design capacity	
Ħ		Floor to floor transfer details (hold down strap details)	
		Diaphragm to shearwall connections	
Miscell	<u>aneous</u>	<u>Details</u>	
\boxtimes		Rockery / ecoblock cross section	
\boxtimes		Collar tie connection details if not provided somewhere else in plan set	
$\overline{\square}$		Rated wall construction details	
Ħ		Masonry veneer connection detail if not shown on wall details	
	H	Ledger connection (member size, connection size, spacing) if not provided on	
\square		• • • • • • • • • • • • • • • • • • • •	
		framing plan	
\boxtimes		Greenhouse connection if not included elsewhere in the plans	

Watch For:

- 1. Excavation exceeding 1H:1V from a property line may require a cross-sectional detail. When necessary, bottom of footing elevations may be required on the Foundation Plan.
- 2. If an **elevator** is proposed, a detail section of the elevator shaft is required.
- 3. If a masonry fireplace is proposed, a detail section of the fireplace and chimney is required.

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